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Governor

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John Arnold
Director

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Agency Directors and Budget Officers,

Thank you for all your hard work in preparing your most recent budget requests. OSPB understands that it takes considerable time and effort to plan these budget requests, and that doing so can be a daunting task. Rest assured that our analysts are examining your requests with the same diligence that you exhibited in preparing the documents.

OSPB analysts rely on a variety of tools when reviewing agency budgets, and one of the most important tools at their disposal is the monthly cash flow reports that each state agency is required to submit to OSPB by the 15th of each month for each of the agencies' funds. Many agencies have been commendably persistent in ensuring that your OSPB analyst receives these reports in the first half of each month, and we appreciate your effort. Other agencies, however, have not been so forthcoming.

As a reminder to all agencies, you should be submitting cash flow reports for all of your funds, including the general fund, to your OSPB analyst by the 15th of each month throughout the entire year. These cash flow reports should reflect actual activity in each fund for each month that has lapsed in the current fiscal year, and should project planned activity in each fund for the coming months. These reports are instrumental in allowing your analyst to monitor fund balances, and to make critical decisions about your budget based upon current and projected fund balances. Without this knowledge, the likelihood of your analyst making a decision that adversely affects your agency, especially during preparation of the Executive Budget, increases substantially. We cannot make sound decisions without knowing all the facts.

If you have any questions about how to prepare these reports contact your analyst and they can assist you. Attached are templates for the reports, with instructions.

Thank you again for all your hard work,

A handwritten signature in blue ink, appearing to read "John Arnold", is positioned above the printed name and title.

John Arnold
Director, OSPB